

**CONFIRMATION OF SUBSTANTIATED VIOLATIONS
AND CORRECTIVE PLAN**

Dear

The violations listed below were substantiated during a:

- ☐ licensing monitoring visit on .
- ☐ licensing renewal visit on .
- ☐ licensing complaint investigation # .

Violation/Citation/Corrective Plan*

The Corrective Plan is effective immediately. You are expected to correct, and maintain as corrected, each violation listed above.

Unannounced monitoring visits will occur until each violation is corrected

Failure to correct, and maintain as corrected, each violation by the expected completion date may result in amendment of the facility license to reduce the hours of operation, change terms and conditions of operation, reduce the capacity of the facility and/or change the age range of children served by the facility, OR a recommendation to begin enforcement action against the license.

You may request a Supervisory Review with the licensing supervisor if (a) you believe that any of the above-cited violations should not have been substantiated, (b) you believe that the licensing representative incorrectly applied the cited section of the Licensing Standards or the Child Care Act, or (c) you want to request that changes be made in the Corrective Plan.

Your request for a Supervisory Review must be in writing, and must be mailed or faxed within 10 days from the postmark on this notice to:

Licensing Representative

cc:

* If your facility is a licensed day care facility or a child welfare agency providing adoption services, the record of these substantiated violations, including the corrected violations, will be made available to the public, upon request, through the Department's Day Care Information Line or the Adoption Agency Information and Complaint Registry.